

## Mentor Signature on the Preliminary PDP

For this demonstration we will use the following names...

- Principal: Erma.Mori
- Mentor: Hazel.Arzola
- Teacher: Kenneth.Nock

Teacher logs in to create the Preliminary Development Plan:

The screenshot displays the NCEES Evaluation System interface. The top navigation bar shows 'mxWeb > NCEES' and the user is logged in as 'Teacher - Demo High School' with the username 'kenneth.nock'.







The main interface is divided into two sections: 'Set-Up' and 'Observe/Report'. The 'Observe/Report' section is active, showing a list of tasks:

- Observations**: Manage teacher observations
- New Self Assessment**: Create a new self assessment
- New Artifact Entry**: Create a new artifact entry
- New Preliminary Prof. Development Plan**: Create a new preliminary prof. development plan
- New Journal**: Create a new journal

Below this, the 'Observation manager' table is shown, which has two columns: 'Evaluator Task' and 'Evaluatee Task'.

Evaluator Task	Evaluatee Task
<b>Self Assessment</b> No self assessments for the current teacher	<b>Preliminary Prof. Development Plan</b> No preliminary prof. development plans for the current teacher

When done, teacher clicks SAVE, DONE. **The teacher does not sign at this time.**

mxWeb > NCEES > Observation Manager > Preliminary

Teacher: Demo High School | kenneth.nock

Preliminary Development Plan		Mid-Year Review		End-of-Year Review	
Plan Name	Preliminary Development Plan 2010-2011	Form Status	Editing		
Teacher Name	Kenneth Nock	Position	Teacher		
School	Demo High School	District	Demo District		
Teacher Status	Probationary Teacher Year 1	Subject Area	READING		
School Year	2010-2011	Summary Rating Form			
Lateral Entry	1	Plan	Monitored		
Select Mentor Site	Demo High School	Select Mentor Name			
Date Completed	Preliminary Development Plan :		Mid-Year Review :		End-of-Year Review :
<b>A. Professional Teaching Standards</b> 1. Teachers demonstrate leadership 2. Teachers establish a respectful environment for a diverse population of students 3. Teachers know the content they teach 4. Teachers facilitate learning for their students 5. Teachers reflect on their practice		Standard(s) to be addressed:  Element(s) to be addressed:			
<b>B. Teacher's Strategies</b>					
Goals for Elements	Activities/Actions	Expected Outcomes and Evidence of Completion	Resource Needed	Timeline	
TEST 3/15/2011-Standard I, Element B	TEST 3/15/2011-Standard I, Element B	TEST 3/15/2011-Standard I, Element B	TEST 3/15/2011-Standard I, Element B	6/15/2011	
TEST 3/15/2011-Standard V, Element A	TEST 3/15/2011-Standard V, Element A	TEST 3/15/2011-Standard V, Element A	TEST 3/15/2011-Standard V, Element A	5/15/2011	
<b>Electronic Signature</b>					
<b>Teacher's Signature</b> <input type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing.		<b>Mentor's Signature</b> <input type="checkbox"/> Click the checkbox to sign.		<b>Administrator's Signature</b> <input type="checkbox"/> The signature of the Administrator or evaluator verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education Policy for the Teacher Evaluation Process.	





Next, the principal Erma Mori logs into her account to assign a mentor to Kenneth:

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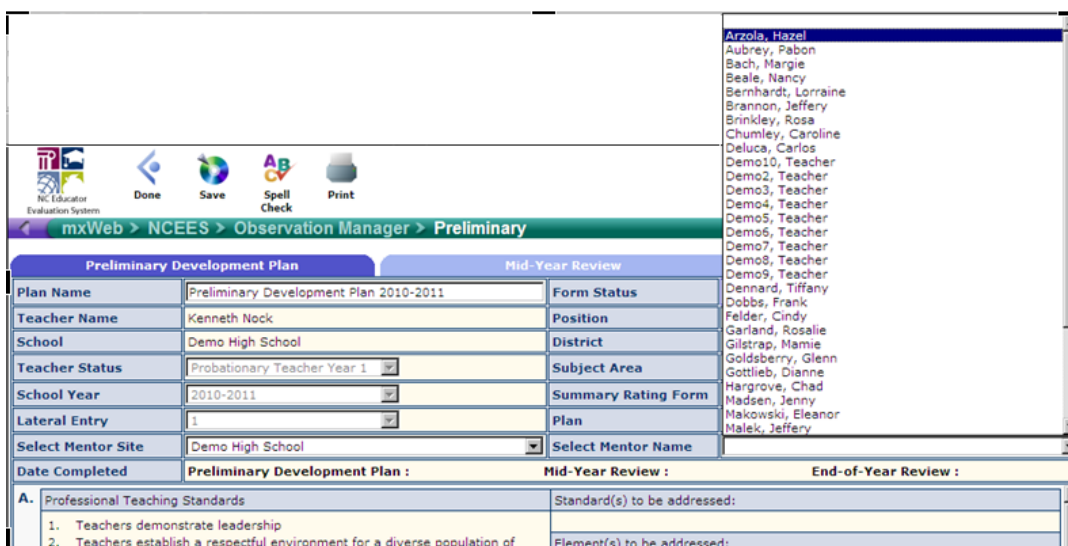
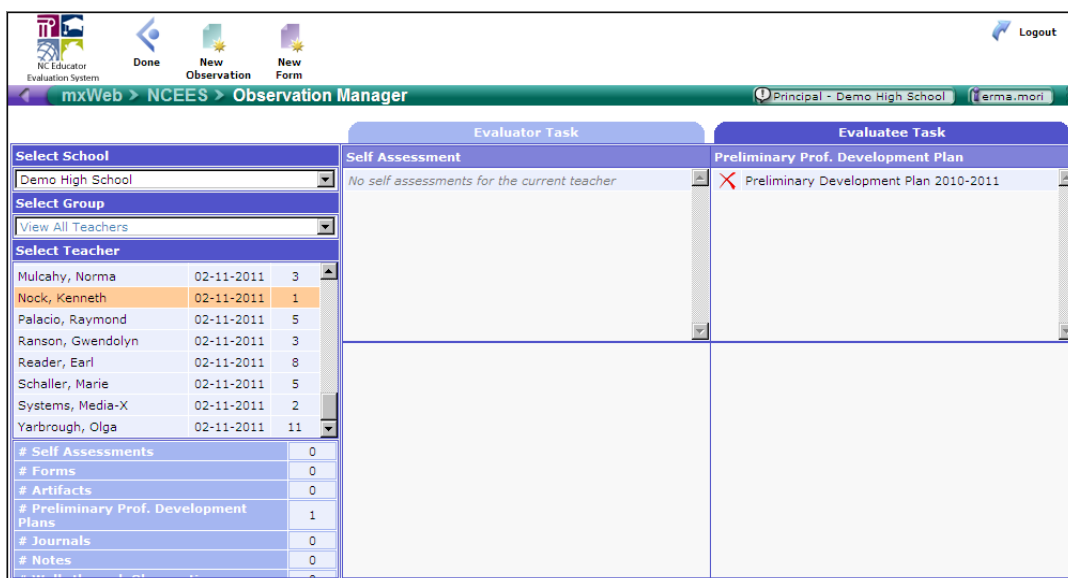
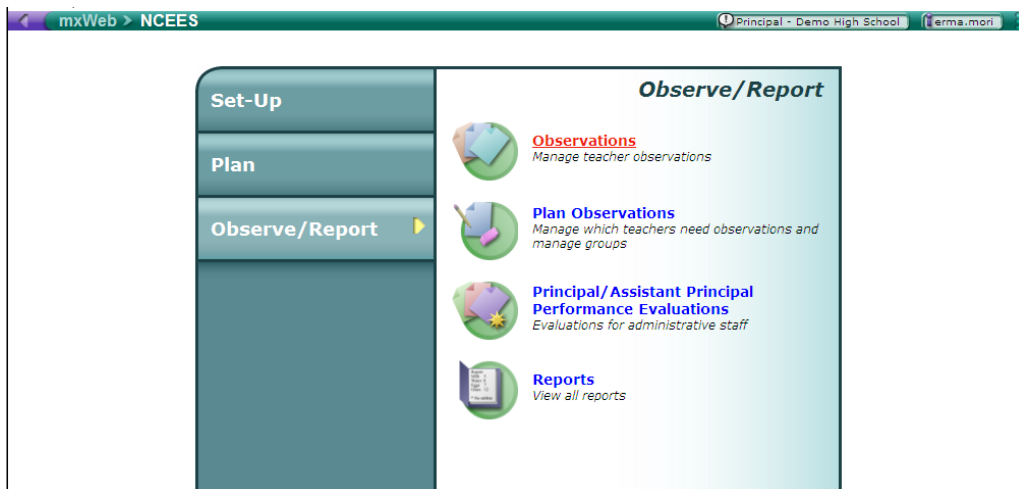
mxweb™

Logout | Help

mxWeb | erma.mori

System Functions	Products	News:
 Profile  User Group Editor	 NC Educator Evaluation System	<a href="#">What do you think of mxweb?</a> Jun. 13, 2010
<b>Admin Functions</b>  Group Manager		
<b>Resource Documents</b>		

Users logged in: 2



Principal assigns Hazel Arzola as the mentor. If the mentor works at a different school, the principal must select the name of the school from the drop-down menu called Select Mentor Site on the left side of the screen. The principal

reviews the Preliminary PDP, but cannot make any changes. The principal signs and authenticates the Preliminary Development Plan:

Preliminary Development Plan		Mid-Year Review		End-of-Year Review	
Plan Name	Preliminary Development Plan 2010-2011	Form Status	Editing		
Teacher Name	Kenneth Nock	Position	Teacher		
School	Demo High School	District	Demo District		
Teacher Status	Probationary Teacher Year 1	Subject Area	READING		
School Year	2010-2011	Summary Rating Form			
Lateral Entry	1	Plan	Monitored		
Select Mentor Site	Demo High School	Select Mentor Name	Arzola, Hazel		
Date Completed	Preliminary Development Plan : Tue Mar 15 2011		Mid-Year Review :		End-of-Year Review :
<div>Electronic Signature</div> <div> <div>Teacher's Signature</div> <div> <input type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing. </div> </div> <div> <div>Mentor's Signature</div> <div> <input type="checkbox"/> Click the checkbox to sign. </div> </div> <div> <div>Administrator's Signature</div> <div> <input checked="" type="checkbox"/> The signature of the Administrator or evaluator verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education Policy for the Teacher Evaluation Process. </div> </div>					

After the principal signs, notice the form is available for the teacher to sign. The teacher has the option to sign and authenticate at this time, but it is not required. Principal clicks SAVE, DONE.

Hazel.Arzola, the mentor, logs in to her account and selects MORE to review Kenneth's Preliminary Development Plan:

Set-Up  
Observe/Report  
More...

More...  
  
**Rubric for Observing Teachers**  
Rubric for Observing Teachers

The mentor selects the Preliminary Development Plan for Kenneth Nock

mxWeb > NCEES > Rubric for Observing Teachers Teacher - Demo High School hazel.arzola

Select School Year	Observation list done by yourself (2010-2011)		
2010-2011	Observation Name	Date	Status
Select School	No teachers selected		
Demo High School			
Select Teacher			
Name	# Obs		
Aubrey, Pabon	0		
Bach, Margie	0		
Beale, Nancy	0		
Mentor for Preliminary Professional Development Plan (2010-2011)		Mentor for Professional Development Plan (2010-2011)	
Plan Name	Teacher Name	Plan Name	Teacher Name
Preliminary Development Plan 2010-2011	Demo2, Teacher	No Professional Development Plan as a mentor for 2010-2011	
Preliminary Development Plan 2010-2011	Demo2, Teacher		
Preliminary Development Plan 2010-2011	Nock, Kenneth		
Preliminary Development Plan 2010-2011			

The mentor reviews the information and may sign and authenticate the form. The signature order for the mentor may be at any time, but the principal must sign first, the teacher may sign next if they want, or wait for the mentor to sign.

Preliminary Development Plan Teacher - Demo High School hazel.arzola

Preliminary Development Plan		Mid-Year Review		End-of-Year Review	
Plan Name	Preliminary Development Plan 2010-2011	Form Status	Editing		
Teacher Name	Kenneth Nock	Position	Teacher		
School	Demo High School	District	Demo District		
Teacher Status	Probationary Teacher Year 1	Subject Area	READING		
School Year	2010-2011	Summary Rating Form			
Lateral Entry	1	Plan	Monitored		
Select Mentor Site	Demo High School	Select Mentor Name	Arzola, Hazel		
Date Completed	Preliminary Development Plan : Tue Mar 15 2011		Mid-Year Review :		End-of-Year Review :
<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>					
Electronic Signature					
Teacher's Signature		Mentor's Signature		Administrator's Signature	
<input type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing.		<input type="checkbox"/> Click the checkbox to sign.		<input checked="" type="checkbox"/> The signature of the Administrator or evaluator verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education Policy for the Teacher Evaluation Process.	

Finally, if Kenneth, the teacher, did not sign when the principal (or administrator) signed, he will need to access his account to complete the process. Sign, Authenticate, click SAVE and DONE:

Preliminary Development Plan		Mid-Year Review		End-of-Year Review	
Plan Name	TEST #125	Form Status	Editing		
Teacher Name	Teacher Demo2	Position	Teacher		
School	Demo High School	District	Demo District		
Teacher Status	Probationary Teacher Year 1	Subject Area	READING		
School Year	2010-2011	Summary Rating Form			
Lateral Entry	<Select Lateral Entry>	Plan	Individual		
Select Mentor Site	Demo High School	Select Mentor Name			
Date Completed	Preliminary Development Plan :		Mid-Year Review :		End-of-Year Review :
<div> <div>students</div> <div> 3. Teachers know the content they teach  4. Teachers facilitate learning for their students  5. Teachers reflect on their practice </div> </div>					
<b>B. Teacher's Strategies</b>					
Goals for Elements	Activities/Actions	Expected Outcomes and Evidence of Completion	Resource Needed	Timeline	
TEST KAREN	TEST KAREN	TEST KAREN			